



RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Parks Canada Agency Bid Receiving Unit
National Contracting Services
111 Water Street East
Cornwall, ON K6H 6S2

Bid Fax: (877) 558-5349

Bid E-mail address: pc.soumissioncornwall-cornwallquote.pc@canada.ca

The only acceptable email address for responses to bid solicitations is pc.soumissioncornwall-cornwallquote.pc@canada.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than pc.soumissioncornwall-cornwallquote.pc@canada.ca will not be accepted.

The maximum email file size that Parks Canada is capable of receiving is 6 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

REQUEST FOR QUOTATION

DEMANDE DE PRIX

Quotation to: Parks Canada Agency

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Prix à : l'Agence Parcs Canada

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et travaux de construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires :

Issuing Office - Bureau de distribution :

Parks Canada Agency
National Contracting Services
111 Water Street East
Cornwall, ON K6H 6S2

Title - Sujet :
Leasing, Installation and Management of the oTENTik accommodation unit – Sanitary services, Lachine Canal

Solicitation No. - N° de l'invitation :
5P300-19-0021\A

Date :
April 17, 2019

Client Reference No. - N° de référence du client :
CLAC-ES-19-001

GETS Reference No. | N° de référence du SEAG :
PW-19-00871872

**Solicitation Closes -
L'invitation prend fin :**
At - à : 2:00 pm
On - le : May 2, 2019

**Time Zone -
Fuseau horaire**

EDT - HAE

F.O.B. - F.A.B. :

Plant - Usine : **Destination :** **Other - Autre :**

Address Enquiries to - Adresser toutes demande de renseignements à :

Michel Marleau

**Telephone No. -
N° de téléphone :**
(613) 938-5822

**Fax No. -N° de
télécopieur :**
____-____-____

Email Address – Courriel :
michel.marleau@canada.ca

Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction :
See Herein – Voir aux présentes

TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE

Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur :

Address - Adresse :

Telephone No. - N° de téléphone :

Fax No. - N° de télécopieur :

Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :

Signature :

Date :

N° de l'invitation - Solicitation No.

N° de la modif - Amd. No.

Autorité contractante - Contracting Authority :

5P300-19-0021\A

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Michel Marleau

Titre – Title : Leasing, Installation and Management of the oTENTik accommodation unit – Sanitary services, Lachine Canal

IMPORTANT NOTICE TO BIDDERS

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to complete a Direct Deposit enrolment form in order to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

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Michel Marleau

Titre – Title : Leasing, Installation and Management of the oTENTik accommodation unit – Sanitary services, Lachine Canal

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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the bid solicitation.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **800-828 rue Mill, Montreal, QC H3C 1Y3** on **April 25, 2019**. The site visit will begin at **10 AM**.

Bidders are requested to communicate with the Contracting Authority no later than **April 24, 2019 at 1 PM** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *[Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2018-05-22), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

The only acceptable email address for responses to bid solicitations is pc.soumissioncornwall-cornwallquote.pc@canada.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than pc.soumissioncornwall-cornwallquote.pc@canada.ca will not be accepted.

The maximum email file size that Parks Canada is capable of receiving is 6 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

2.3 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **Five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Financial Bid (1 copy)

Section II: Certifications (1 copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

Section II: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Financial Evaluation

SACC Manual clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required at Annex D to Part 5 of the Bid Solicitation before contract award.

5.2.2 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must submit a list of names prior to award of a contract. Bidders must provide the information requested at Annex E to Part 5 of the Bid Solicitation.

5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C (2018-06-21), General Conditions – Services (Medium Complexity), apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from June 10 to September 18, 2019 inclusive

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Michel Marleau
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
111 Water Street East
Cornwall ON K6H 6S2

Telephone: (613) 938-5822

E-mail address: Michel.Marleau@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

*** to be provided at contract award ***

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Telephone:		Facsimile:
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm prices as specified in Annex B for a cost of \$ _____ *** to be inserted at contract award. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2018-06-21), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (f) the Contractor's bid dated _____ ***** to be inserted at contract award *****.

6.12 Government Site Regulations - A9068C

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

6.13 Insurance - No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.14 Inspection and Acceptance

N° de l'invitation - Solicitation No.

5P300-19-0021\A

N° de la modif - Amd. No.

000

Autorité contractante - Contracting Authority :

Michel Marleau

Titre – Title : Leasing, Installation and Management of the oTENTik accommodation unit – Sanitary services, Lachine Canal

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

Statement of Requirements

Project: CLAC-ES-19-001

Leasing, Installation and Management of the oTENTik

**Accommodation Unit Sanitary Services
Lachine Canal**

Parks Canada Agency
Quebec Waterways Unit Périgny
Chambly (Québec)
J3L 4N3

Date: March 13, 2019

1. **Context**

Parks Canada (PCA) is establishing an alternative accommodation project on the Lachine Canal site in the Old Port of Montreal sector. It is a small complex consisting of 8 accommodation units called oTENTiks that will accommodate 4 to 6 people each.

In order to operate the site, the PCA must put various facilities at the disposal of its clientele. With the site not being provided with sanitary services, the PCA wishes to award a contract to a company that will be able to meet its needs for the 2019 season:

2. **Description of the Services Required**

The PCA wishes to retain the services of a company that will be responsible for supplying, installing, managing as well as uninstalling various facilities on the oTENTik site during the 2019 operating season.

Here are the details of the requirements of this contract:

2.1. **Sanitary Building**

Here is the list of technical requirements that must at a minimum be included in the layout(s) of the building(s):

- Two (2) independent gender-neutral bathrooms, each equipped with the following features:
 - One (1) toilet
 - One (1) power outlet to supply various devices (e.g., hair dryer)
 - One (1) sink supplied with hot water
 - One (1) toilet paper dispenser
 - One (1) paper towel dispenser and/or electric hand dryer
 - One (1) hand soap dispenser
 - One (1) wall-mounted waste receptacle
 - One (1) wall-mounted mirror above the sink
 - Two (2) hooks affixed to the wall (minimum)
 - Indoor and outdoor electric lighting
 - Effective ventilation system
- Two (2) independent gender-neutral shower rooms, each equipped with the following features:
 - One (1) shower
 - One (1) shelf and/or soap tray
 - One (1) shower curtain
 - One (1) area that allows users to dry change
 - One (1) wall-mounted mirror
 - Two (2) hooks affixed to the wall (minimum)
 - Indoor and outdoor electric lighting
 - Effective ventilation system
- One (1) outdoor sink fitted with a deep tub and supplied with hot water for washing dishes.
- One drinking water supply point where users will be able to draw water to cook and fill their water bottles. The outdoor sink could be this supply point.

Make sure that the system configuration keeps the water at a suitable temperature (cold enough) so that it can be consumed at the collection point.

- Exterior lighting attached to the building
- All exterior doors equipped with an automatic locking system when the door closes and an 'occupied' indicator (vacant or occupied)
- Outdoor signage identifying the gender-neutral washrooms and showers (standard pictograms)
- Interior design using water repellant materials allowing easy maintenance (e.g. polymer panels)
- All the equipment must be of commercial quality and grade.
- All structures for allowing safe access to the building according to the National Building Code criteria (e.g. stairs, railings, etc.) must be included.
- Give preference to a restrained building colour which fits in well with the site's environment.

2.2. Management of Wastewater Generated on the Site

No device or network for the elimination of wastewater is available on the site. The company selected will be responsible for providing, installing and operating a system to manage the wastewater generated on the site. The contract includes the following provisions:

- The supply and management of any system for processing and/or storing wastewater.
- The supply of a pumping truck as well as all the equipment needed to pump out the treatment systems and/or storage tanks.
- The transport and disposal of all wastewater from the oTENTik site to an authorized site.
- The choice of the pump truck and all the required equipment is the responsibility of the provider. A plan or sketch of the installation with all the pipework details must be submitted to the PCA for approval before implementation.
- The quantities of wastewater to be managed must be evaluated based on the anticipated approximate number of site visits listed in this document.
- All the costs associated with the management of wastewater must be evaluated and incorporated into the tender as a fixed cost.
- The emptying of tanks must be planned in advance and carried out during the week between 11:00 a.m. and 3:00 p.m.

2.3. Drinking Water Supply

The site is not currently supplied with drinking water. The provider is responsible for the supply of water and everything that results from it for supplying his systems as well as the choice of the water supply method.

A fire hydrant located \pm 40 metres from the preferred location for the sanitary building and situated in the Borough of Ville-Marie network (fire hydrant # : 1004843) could be used to supply water (see enclosed plan). Parks Canada obtained the necessary authorization for use of the Borough network during the previous season, in 2018. To the extent that the water supply from the Borough's network is preferred, the procedure for obtaining permission to use the fire hydrant from the Borough of Ville-Marie as well as the resulting user fees will be the responsibility of the provider. Here is the link where the details of the costs and procedure can be found: <http://www1.ville.montreal.qc.ca/banque311/node/1466>.

In a more detailed manner, the provider will be responsible for the following items concerning the water supply:

- Provide and install all the equipment (pipes, elbows, hardware, tank, etc.) required in compliance with standards (Drinking Water Safety Act, National Building Code, etc.) as well as good practice.
- Proceed with the complete commissioning of the systems (disinfection, water quality tests, etc.) according to the standards in force through the use of an accredited drinking water sampling and laboratory testing company. All test reports and analytical results must be submitted to the PCA.

- Using an accredited drinking water sampling and laboratory testing company, periodically sample and analyze the water quality in compliance with the standards in force. All drinking water analysis reports must be submitted to the PCA within a period of 48 hours.
- The choice of the system materials and all the required equipment is the responsibility of the provider. A plan or sketch of the installation with all the system details (pipes, tank, etc.) must be submitted to the PCA for approval before implementation.
- In the event of network failure (breakage, contamination, preventive boiling advisories, etc.), the PCA must be informed as soon as possible. Proceed immediately with corrective measures if the cause is from the systems installed at the site.
- Completely dismantle all the equipment at the end of the contract.

2.4. Kitchen Shelter

The company selected will be responsible for the supply and installation of a building that will allow visitors to cook, eat and rest while sheltered from the weather.

The building of a conventional prefabricated type or a building with container type steel wall must have the following features:

- Minimum dimensions: length: 20', width: 8', exit aisle: 7'
- Equipped with a large format full-sized retractable side door to access the interior via the long section of the building.
- Equipped with doors for access to the interior via the short section of the building.
- All doors must be fitted with a device enabling the installation of a conventional padlock (provided by PCA) for security.
- Give preference to a restrained building colour which fits in well with the site's environment.

Everything such as the container, model *20' r16g,pf* from the company *Conteneurs Experts S.D.* installed during the 2018 operating season or equivalent meeting requirements.

2.5. Sanitary Products

The provider is responsible for the supply of the following sanitary products necessary for the operation of the sanitary units:

- - Toilet paper
- - Paper towels
- - Hand soap
- - Garbage bags

All products must be adapted to the systems installed and must be of commercial quality. A reasonable inventory of products must be left at the site at all times and inventory replenishment must be carried out at the request of the PCA within a 48 hour period.

The tender must include the total cost for the supply of necessary sanitary products for the duration of the contract estimated according to the data for the number of visits presented in this document.

3. Services to be Provided by the Legal Representative

The provider will supply a turnkey service for the installation and operation of the systems put in place for the following components, but without limiting the scope:

- Delivery to and installation of the units on the site.
- Management of the water treatment and purification systems, if necessary (e.g., supply the systems with treatment product).
- Electrical connections, water supply and commissioning.
- Emergency services in case of breakdowns or failures of systems (counsel and repairs).
- Dismantling and transportation of the units from the site at the end of the contract.
- Properly secure the equipment installed on the site against theft and vandalism that should not be accessible to the public.

4. **Specifications of the Site and Available Equipment**

- The site is accessible by the road network and is located in the area of 800-828 Mill Street, Montreal (Borough of Ville-Marie). See the appended location plan.
- There is no wastewater on the site.
- To the extent possible, all the installations must be located on the available space on the concrete slab ($\pm 22' \times 50'$) located next to the existing building (electric room and storage). The configuration of the equipment installed by the provider must make the doors of the storage building accessible.
- 200A, 120/208 V electrical power supply with Teck 3C2AWG copper cables ($\pm 40'$ long) and CDS100 Type D fuse from the mechanical room (see plan).
- 450 litre water heater, three 4.5 kW elements connected to the 600 V electrical power supply.

5. **Services Provided by Parks Canada**

- The electrical equipment (power and water heater) described in the site specification section.
- The costs associated with the electrical power supply (energy bill only)
- The daily housekeeping of the sanitary units (cleaning of the toilets, sinks, tubs, mirrors, showers, floors).
- The collection of refuse accumulated in the refuse containers as well as the replacement of the garbage bags.
- The filling of the toilet paper and paper towel dispensers, (if present) and the hand soap dispenser.
- The supply of drinking water to clients accommodated on the site if non-compliant test results for the water are obtained or if there is a failure of the water supply network.

6. **Period of Operation and Number of Users Expected**

In order to allow providers to assess the capability of the systems to be installed (e.g. the sizing of drinking/waste water tanks, the filling/emptying frequency, etc.) here are the data for the expected number of visits to the site according to the data collected for the 2018 operating season as well as forecasts for the 2019 season. The provider is responsible for assessing everything that is required for the execution of this contract.

Site operating period: June 21 to September 15, 2019, 7 days a week.

Number of visitors expected:

Peak period: ± 40 visitors during the weekends (Friday night to Monday before noon) and for 3 weeks in the summer (July-August).

Weekday in the off peak period: ± 20 visitors

Number of employees for operation of the site:

The entire season: 4 full-time day employees and 1 night employee. They will not use the showers.

7. Contract Timetable

All the items and services described in this document and included in the contract must be fully installed and operational for the period from June 10 to September 18, 2019.

8. Work Plan and Site Location

See Appendix 1 attached.

N° de l'invitation - Solicitation No.

5P300-19-0021\A

N° de la modif - Amd. No.

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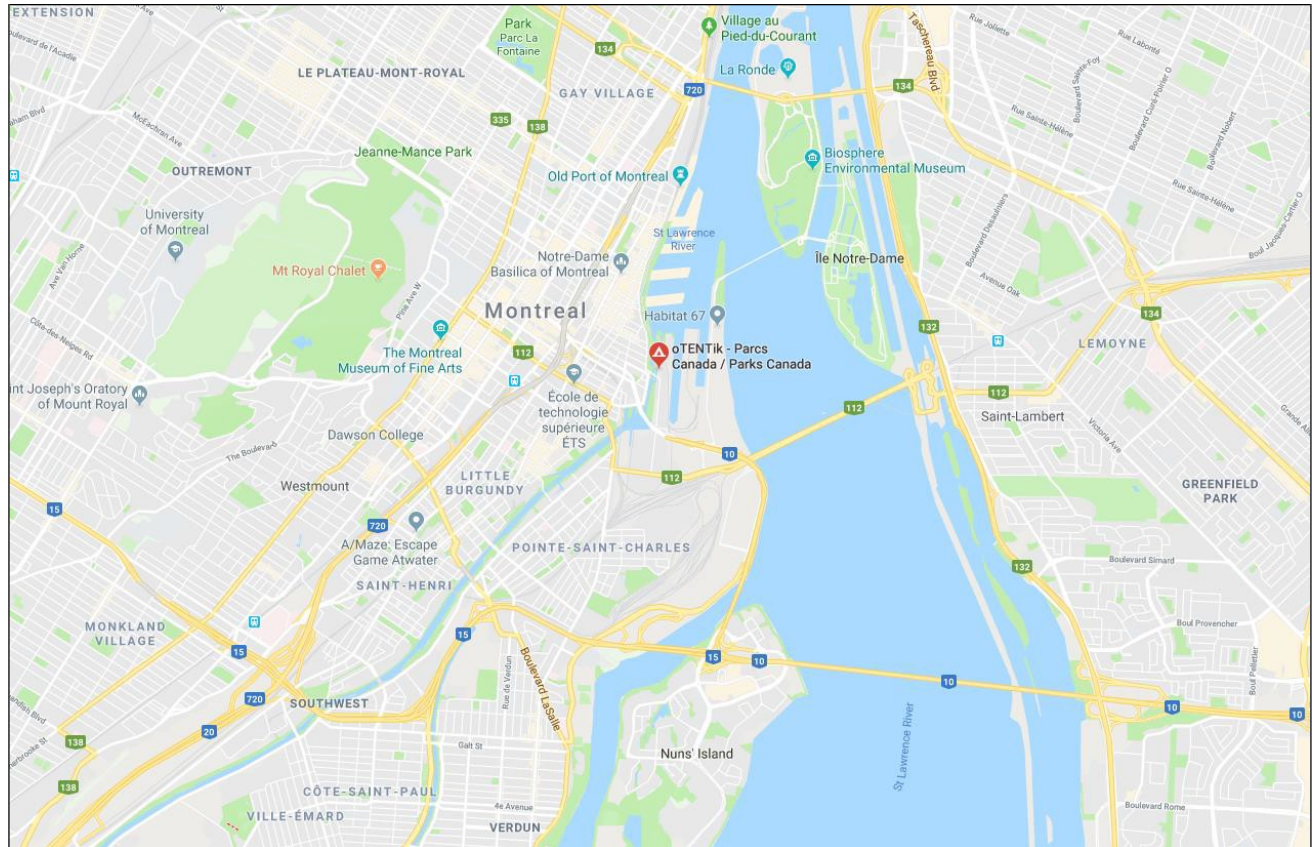
Autorité contractante - Contracting Authority :

Michel Marleau

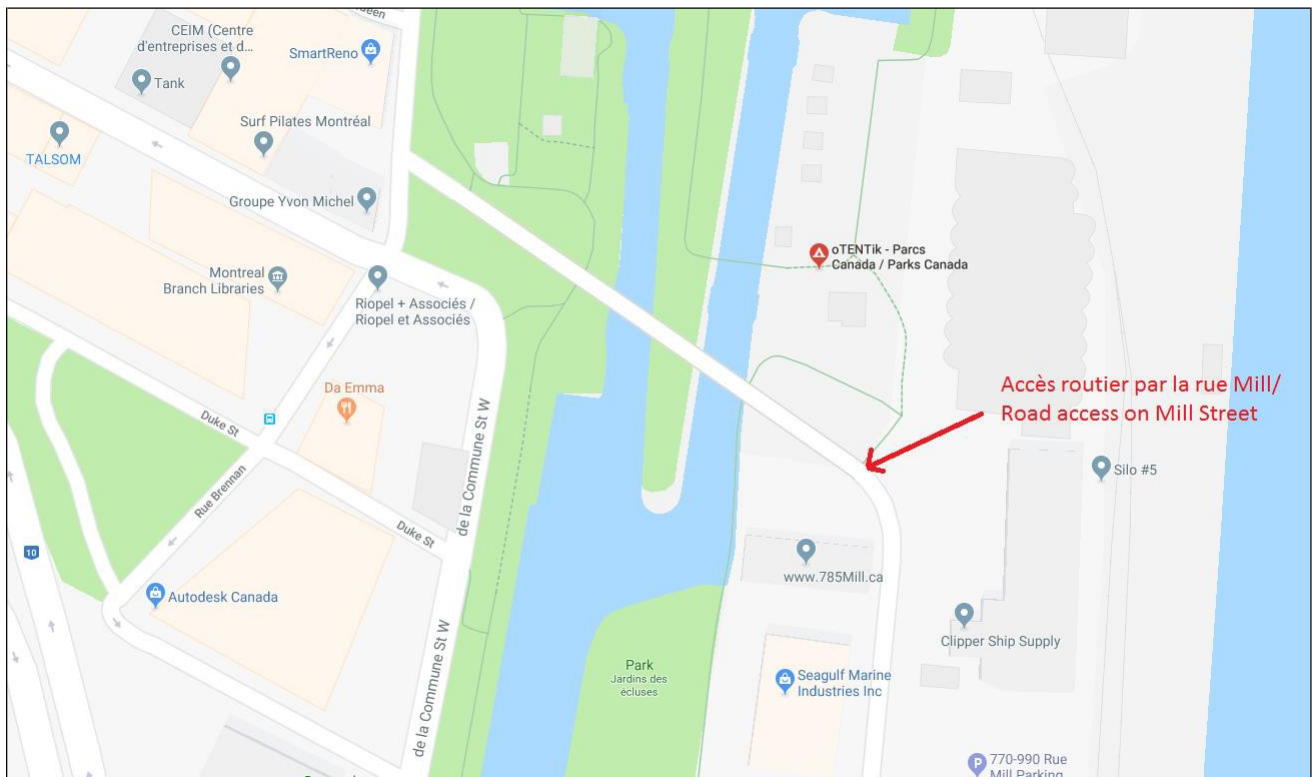
Titre – Title : Leasing, Installation and Management of the oTENTik accommodation unit – Sanitary services, Lachine Canal

APPENDIX 1

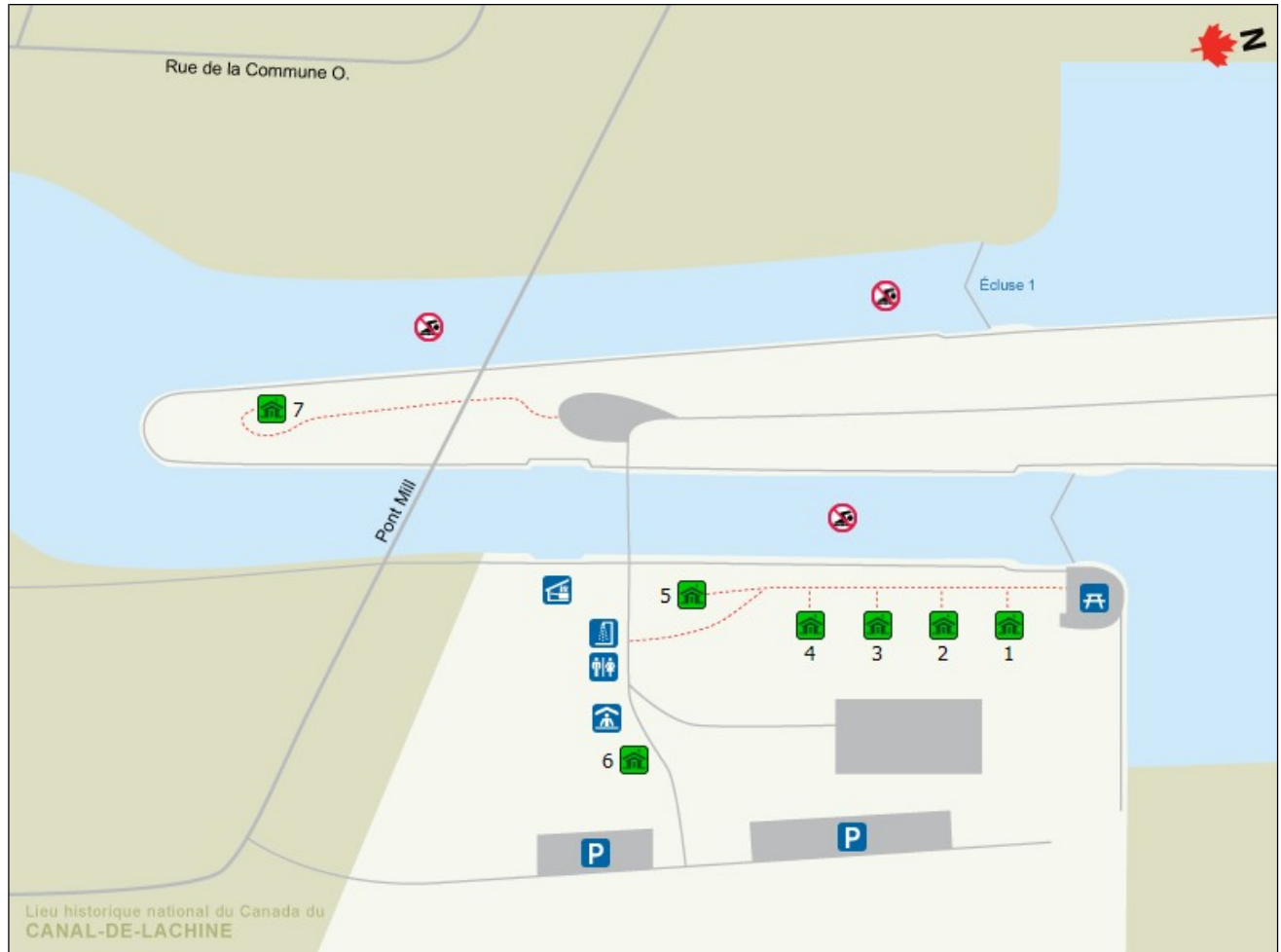
Site Location



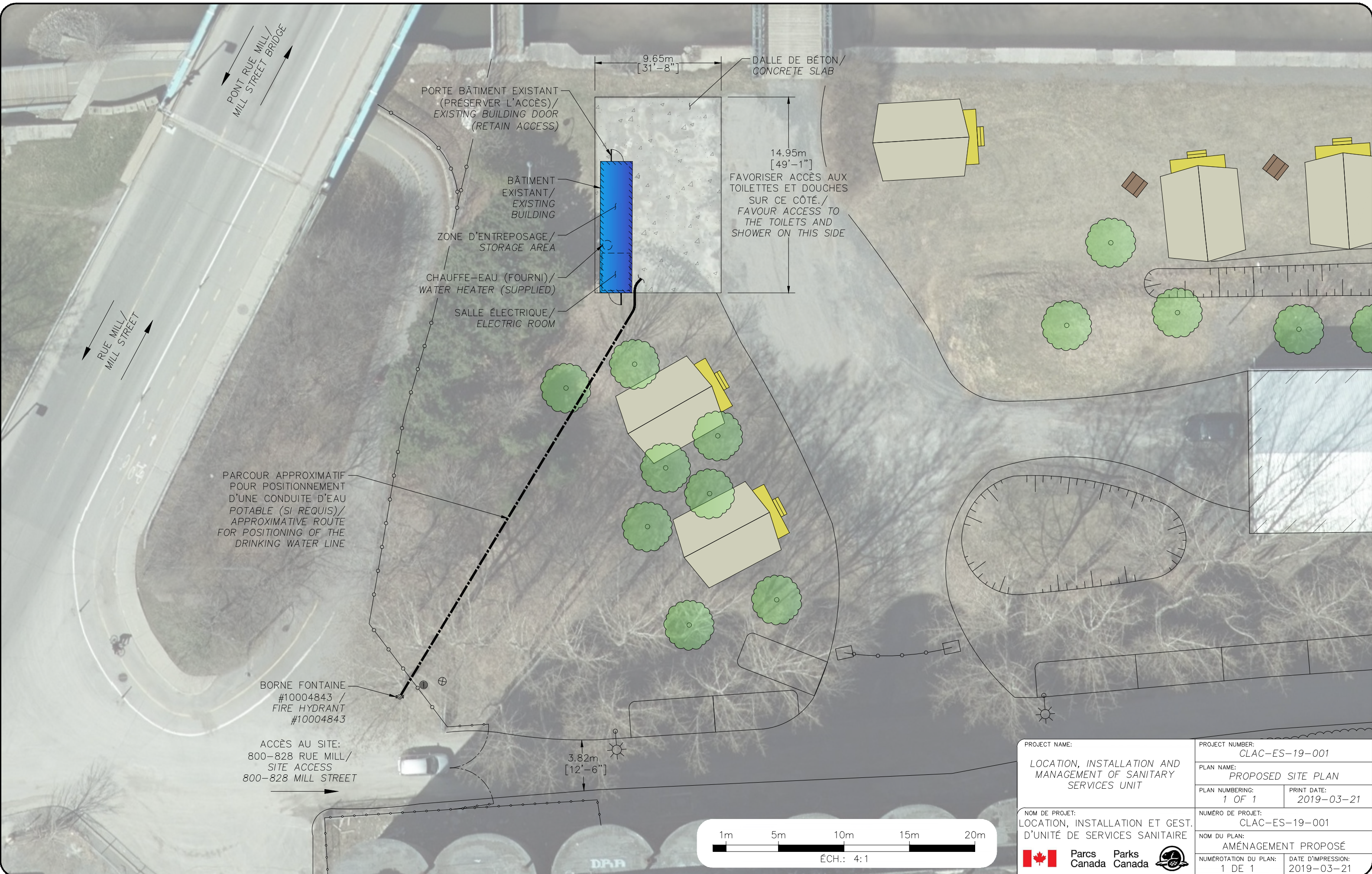
Map 1: Location of the site (large scale)



Map 2: Location of the site (small scale)



Map 3: Diagram of the site reservation



PONT RUE MILL /
MILL STREET BRIDGE

RUE MILL /
MILL STREET

PORTE BÂTIMENT EXISTANT
(PRÉSERVER L'ACCÈS) /
EXISTING BUILDING DOOR
(RETAIN ACCESS)

BÂTIMENT
EXISTANT /
EXISTING
BUILDING

ZONE D'ENTREPOSAGE /
STORAGE AREA

CHAUFFE-EAU (FOURNI) /
WATER HEATER (SUPPLIED)

SALLE ÉLECTRIQUE /
ELECTRIC ROOM

9.65m
[31'-8"]

DALLE DE BÉTON /
CONCRETE SLAB

14.95m
[49'-1"]

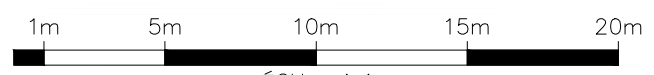
FAVORISER ACCÈS AUX
TOILETTES ET DOUCHES
SUR CE CÔTÉ. /
FAVOUR ACCESS TO
THE TOILETS AND
SHOWER ON THIS SIDE

PARCOUR APPROXIMATIF
POUR POSITIONNEMENT
D'UNE CONDUITE D'EAU
POTABLE (SI REQUIS) /
APPROXIMATIVE ROUTE
FOR POSITIONING OF THE
DRINKING WATER LINE

BORNE FONTAINE
#10004843 /
FIRE HYDRANT
#10004843

ACCÈS AU SITE:
800-828 RUE MILL /
SITE ACCESS
800-828 MILL STREET

3.82m
[12'-6"]



PROJECT NAME: LOCATION, INSTALLATION AND MANAGEMENT OF SANITARY SERVICES UNIT	PROJECT NUMBER: CLAC-ES-19-001
NOM DE PROJET: LOCATION, INSTALLATION ET GEST. D'UNITÉ DE SERVICES SANITAIRES	PLAN NAME: PROPOSED SITE PLAN
PLAN NUMBERING: 1 OF 1	PRINT DATE: 2019-03-21
NUMÉRO DE PROJET: CLAC-ES-19-001	NOM DU PLAN: AMÉNAGEMENT PROPOSÉ
NUMÉROTATION DU PLAN: 1 DE 1	DATE D'IMPRESSION: 2019-03-21



N° de l'invitation - Solicitation No.

5P300-19-0021\A

N° de la modif - Amd. No.

000

Autorité contractante - Contracting Authority :

Michel Marleau

Titre – Title : Leasing, Installation and Management of the oTENTik accommodation unit – Sanitary services, Lachine Canal

APPENDIX 2

Photos of the site and equipment provided by the PCA



Photo 1: Location where the services are to be laid out and the existing building (electrical room and storage area)



Photo 2: Fact sheet for the water heater supplied



Photo 3: Water heater supplied



Photo 4: Fire hydrant located nearby



Photo 5: Typical suggested kitchen shelter (interior layout - furniture provided by the PCA)



Photo 6: Suggested typical kitchen shelter (secured/closed)



Photo 7: Typical suggested kitchen shelter (open)

ANNEX B

BASIS OF PAYMENT

(CLAC-ES-19-001)

Leasing, Installation and Management of the oTENTik Accommodation Unit Sanitary Services
at the LACHINE CANAL National Historic Site of Canada

Tender Details

The bid price includes all the costs incurred for the execution of the work as indicated in the statement of requirements of project CLAC-ES-19-001.

The cost includes: labour, equipment, transport and all the company's general expenses such as: administration, liability insurance and other expenses.

All the amounts entered must be before applicable taxes.

Amount of the tender

- | | |
|--------------------------|------------------------|
| 1. Sanitary building | _____ \$ (Fixed price) |
| 2. Wastewater management | _____ \$ (Fixed price) |
| 3. Drinking water supply | _____ \$ (Fixed price) |
| 4. Kitchen shelter | _____ \$ (Fixed price) |
| 5. Sanitary products | _____ \$ (Fixed price) |

Total amount of the tender: _____ **\$ (Fixed price)**
(not including taxes)

Bidder information

Company name: _____

Date : _____

ANNEX C

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed
--

Mark “Yes” where applicable.

Title – Titre : Leasing, Installation and Management of the oTENTik accommodation unit – Sanitary services, Lachine Canal

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name	Signature	Date
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ANNEX D to PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?	Yes () No ()
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If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with *Contracting Policy Notice: 2012-2* and the *Guidelines on the Proactive Disclosure of Contracts*.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

ANNEX E to PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Supplier's Procurement Business Number (optional):		

